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SEP 11 1952

MEMORANDUM FOR: Assistant Deputy Director for Administration (IAS)  
General Counsel  
Auditor-in-Chief  
Comptroller  
Assistant Director (Personnel)  
Chief, Medical Staff  
Chief, Procurement and Supply Office  
Chief, General Services

SUBJECT : Cable Distribution Requirements

1. The Cable Secretariat (Message Center) has requested a list of subject matter requirements from the administrative offices so that it may better service them on outgoing and incoming cables of administrative concern. Recent experience has shown that cable distribution has been inadequate because of lack of such requirements upon which the Cable Secretariat could base its distribution formula.

2. It is requested that each administrative office prepare a list of the administrative subject matters which may appear in cable traffic with which each particular office is concerned and submit through this Office to CIA Cable Secretariat. For direct liaison contact Cable Secretariat, Room 2202 L Building, Extension [REDACTED]. It is also requested that a single point of contact be established in each administrative office for liaison with the Message Center on cable distribution problems. The individual so designated should be competent to consider all such matters for his office.

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[REDACTED]  
L. K. WHITE  
Assistant Deputy Director  
(Administration)

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